



Australian Government

Tertiary Education Quality and Standards Agency

Candidate information pack

Director, Policy, Research and Integrity



TEQSA

CANDIDATE INFORMATION PACK

Position Number:	TBA
Position Title:	Director, Policy, Research and Integrity
Group / Team:	Operations and Regulatory Support / Policy and Research
Employment Type:	Ongoing, full-time
Classification:	Executive Level 2 (EL2)
Salary Range:	\$146,720 to \$176,120 per annum plus 15.4% superannuation
Location:	Melbourne or Canberra (<i>other locations may be considered</i>)
Reporting to:	Senior Director Operations and Regulatory Support
Agency Employment Act:	<i>Public Service Act 1999</i>

About us

The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national quality assurance and regulatory agency for higher education. TEQSA's purpose is to deliver quality assurance that protects the interests of students and the reputation and standing of Australian higher education.

As an independent quality assurance and regulatory agency, TEQSA adopts a risk-based approach that is guided by principles of necessity, risk, and proportionality, and which supports quality, diversity, innovation, and excellence in tertiary education.

TEQSA has three strategic objectives in delivering its purpose:

1. Promote and support good practice and effective self-assurance across the sector.
2. Identify, analyse, and respond to risks to the sector.
3. Ensure compliance with applicable legislation through effective and efficient regulation.

About you

- Are you passionate about contributing to the excellence of Australian higher education?
- Are you a strategic thinker with a drive for innovation and collaboration?
- Are you an experienced public sector leader with experience leading policy development?
- Do you want to work in a challenging, dynamic, and rewarding environment that is mission-focused?
- Do you enjoy working collaboratively to develop and support implementation of strategic initiatives?

Our culture

Our organisational culture reflects our *Culture Plan 2023* and the core values and behaviours that guide how we approach our work and interact with each other.

The core values by which we operate include:

- **Trust** – We have confidence in each other to do our best. We encourage open and honest conversations that focus on the issue, not the person. We promote a supportive and safe workplace environment.
- **Respect** – We approach every situation with kindness, compassion, and an open mindset. We value people, the range of views and experience they bring, and the work they undertake.
- **Accountability** – We hold ourselves and each other accountable for our actions, how we work together, and the quality of what we deliver. We gather feedback, reflect, and act on opportunities for improvement.
- **Collaboration** – We draw on our collective strength by encouraging each other to contribute to the achievement of shared objectives. We provide context and information to help others succeed.

At TEQSA, we are building a working environment that aligns with our cultural values and cultivates a rewarding, stimulating, and engaging workplace. If our organisational culture resonates with you, we want to hear from you.

How we value our employees

TEQSA is committed to investing in its people. So, what's on offer for you?

- **A full-time and secure role in a for-purpose organisation** that protects the interests of students and the reputation and standing of Australian higher education.
- **Flexible working arrangements**, including working from home to balance work and personal life.
- **Conveniently located spacious office** close to public transport in the heart of Melbourne CBD. We have relocated to a brand-new, interior-designed office with state-of-the-art technology and facilities designed for flexibility, collaboration, and wellbeing.
- **Generous leave entitlements**, including study leave to support your professional development, personal leave, and paid time off over Christmas!
- **Competitive superannuation at 15.4%** and remuneration.
- **Professional development that is supported and encouraged** so your career continues to grow as you enhance your technical and leadership skills and capabilities and build a career at TEQSA.
- **Free Employee Assistance Program for you and your immediate family members.** Our external partner is a leading provider of wellbeing and mental health support services.
- **Workplace diversity and inclusion.** TEQSA welcomes people with diverse skills, experiences, perspectives, and backgrounds. TEQSA encourages applications from Aboriginal and Torres Strait Islander People, people with disabilities, people that identify as LGBTQIA+, and people from culturally and linguistically diverse backgrounds.

About the position

The **Director, Policy, Research and Integrity** will work under the broad direction of the Senior Director Operations and Regulatory Support and will be responsible leading TEQSA's policy, sector education, research, and integrity functions, including working closely with the Department of Education and other Commonwealth agencies.

The **Director, Policy, Research and Integrity** will have extensive policy, research and/or integrity experience within a government regulatory context or related field. The ideal candidate will have sound judgement and the ability to manage complex external and internal engagement. They will frame issues, develop proposals, gather data, information and evidence, and provide clear, strategic advice through briefs and other written products. They will ensure TEQSA is well placed to engage across government and shape broader regulatory policy to enhance TEQSA's effectiveness as the national higher education regulator.

Duties

The Director, Policy, Research and Integrity will be required to:

- lead TEQSA's contribution to regulatory reform, legislative development, and government policy initiatives
- influence policy discussions through clear advice and coordinated engagement with the Department of Education, other government agencies and other internal and external stakeholders
- provide high quality, timely, accurate advice and written materials to TEQSA senior executive and the Minister's office
- design and manage consultation and engagement processes that inform TEQSA's regulatory reform and policy work
- lead TEQSA's policy, research and engagement work as it relates to areas of higher education integrity, such as the risks associated with AI and commercial cheating services
- build and maintain effective relationships across the sector and government to support integrity within the higher education sector, and TEQSA's policy work
- monitor and assess legislative, policy and sector developments to inform TEQSA's planning and regulatory approach
- support internal capability by mentoring staff and ensuring capability uplift in policy and regulatory reform activities and build TEQSA's capability to engage in cross agency policy development work
- perform other duties as directed.

Our ideal candidate

TEQSA is seeking a leader with strong policy, research and leadership skills, with the judgement to lead complex policy, research and higher education integrity agendas. Our ideal candidate will have:

- a track record to independently lead policy and research programs of work, including the ability to frame and analyse complex problems, develop well-reasoned proposals, and provide strategic advice that supports decision-making
- excellent communication skills with a demonstrated ability to prepare clear, succinct and persuasive written products, including policy advice, senior executive briefings, and ministerial briefings, and to present complex information with authority and clarity
- the capability to build and manage productive relationships with a wide range of stakeholders, including across government departments and the higher education sector, and to navigate a complex operating environment with care and credibility
- experience overseeing project delivery, and contributing to cross-agency strategy, while supporting building the capability of others
- demonstrated experience in delivering result in complex, dynamic and challenging environments.

Qualifications and experience

- A relevant tertiary qualification(s) and/or extensive relevant experience in the higher education sector or government.

How to apply

Your application must include the following items:

- [TEQSA Job Application Cover Sheet](#)
- a current resume (maximum two pages)
- a two-page cover letter (pitch) (maximum 1,000 words) detailing how your skills and experience address the 'our ideal candidate' section (i.e. what makes you the best candidate for the position), and the value you can add to TEQSA.

Once prepared, please submit your completed application to recruitment@teqsa.gov.au.

Handy hints

- ✓ Your pitch should be succinct and showcase your skills, knowledge, experience, and qualifications.
- ✓ For assistance with preparing your response, you may wish to refer to [Australian Public Service Work Level Standards](#) relevant to the Executive Level 2 (EL2) classification level and [Cracking the Code](#).

Eligibility

The successful applicant must:

- be an Australian citizen
- complete a National Police Check satisfactorily
- be able to obtain and maintain an [Australian Government Security Vetting Agency \(AGSVA\)](#) clearance to Baseline status, supported by TEQSA.

Failure to satisfy any of the above conditions may result in the withdrawal of an offer of employment or termination of employment.

Other relevant information

- This recruitment process is being used to fill an ongoing vacancy.
- A merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies within TEQSA. It is active for 18 months from the date of this advertisement.
- Before commencing in the role, the successful candidate will be required to disclose details of any material personal interests in connection with their employment at TEQSA via a Declaration of Interest form and seek approval to undertake any outside employment (paid or unpaid) via an Outside Employment application.
- For further information on this role, please contact recruitment on 03 8306 2485 or email recruitment@teqsa.gov.au

The image features a diagonal split background with orange in the top right and dark blue in the bottom left. The text 'TEQSA' is in a large, bold, white sans-serif font, with the website address 'teqsa.gov.au' in a smaller, white sans-serif font directly below it.

TEQSA
teqsa.gov.au